

ICLE's

BANKRUPTCY BOOT CAMP

Chapter 7 & Chapter 13

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Take the Steps to Build Your Bankruptcy Practice

FEBRUARY 2–MARCH 15, 2011

THE INN AT ST. JOHN'S, PLYMOUTH

and

MARCH 22, 2011

GVSU EBERHARD CENTER, GRAND RAPIDS



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THE INSTITUTE OF CONTINUING LEGAL EDUCATION
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Take the Steps to Build Your Bankruptcy Practice

Now's the time to adapt to changing circumstances and take charge of your career. Add bankruptcy to your practice—overcome your reservations. *Bankruptcy Boot Camp* removes the mystery of this procedurally complex area and gives you the tools you need with a practical, understandable, step-by-step approach.

Attend and learn to:

- Set up or better equip your office to effectively manage complex and detail-driven bankruptcy cases
- Comprehend the nuances and interpretations of the Bankruptcy Code
- Understand how to use software programs appropriately
- Handle some of the most complex areas of bankruptcy practice with advice from seasoned practitioners
- Avoid the most common pitfalls facing practitioners new to the bankruptcy field with practical tips and commentary from Bankruptcy Judges and Trustees
- Assess and counsel your clients about the options available to them
- Establish a successful bankruptcy practice with effective technology, practice management resources, and a well-trained, competent staff
- Complete Bankruptcy Schedules and other required forms with confidence and ease
- Help your clients meet their goals by monitoring cases and handling post-confirmation issues effectively
- Earn a good living and spend your time where you want to spend it—advising and counseling clients in need

Whether you're new to the practice of law or a seasoned practitioner looking to grow your practice, our case study approach will help you master these issues and become a pro. Throughout boot camp, our faculty of experts will walk you through a case from start to finish and highlight the “real life” issues presented in bankruptcy practice. Master the questions you must ask and the process you should follow to be successful.

Bankruptcy Boot Camp will help you advance your career and become a competent, successful bankruptcy lawyer. Get started now and add a solid income stream to your cash flow. Attend six out of eight sessions and earn a certificate of completion.

Featured Speakers



Hon. Scott W. Dales
United States Bankruptcy
Court—Western District
of Michigan
Grand Rapids



Hon. Jeffrey R. Hughes
United States Bankruptcy
Court—Western District
of Michigan
Grand Rapids



Hon. Daniel S. Opperman
United States Bankruptcy
Court—Eastern District
of Michigan
Bay City



Hon. Steven W. Rhodes
United States Bankruptcy
Court—Eastern District
of Michigan
Detroit



Hon. Phillip J. Shefferly
Chief Judge, United States
Bankruptcy Court—Eastern
District of Michigan
Detroit



David Wm. Ruskin
Chapter 13 Standing
Trustee
Southfield

Krispen S. Carroll
Chapter 13 Trustee
Detroit

February 2, 2011

SESSION 1

PLYMOUTH | WEBCAST

9:00am–12:30pm

Practice Management and the Economics of Bankruptcy Practice

Success in bankruptcy practice requires good lawyering and a careful balance of well-trained staff, the right equipment, essential practice resources, well-defined office procedures, a tracking system, bankruptcy software, and a good accounting program. From developing a business plan to implementing quality control procedures, from ensuring an error-free intake process to time tracking, from office supplies to file set up, learn to build your practice on a solid foundation from the ground up! Reliance on software programs alone isn't enough for success. Learn to represent clients effectively. Earn a reputation as a practitioner whose work can be trusted.

Brian Joel Small, Thav Gross Steinway & Bennett PC, Bingham Farms; Caralyce M. Lassner, Caralyce M. Lassner JD PC, Bingham Farms

SESSION 2

1:30pm–5:00pm

Bankruptcy 101—Understanding the Bankruptcy Code and the Interplay of Its Sections

Whether your interest is Chapter 7 or Chapter 13, a solid grasp of the Bankruptcy Code, knowing the key sections cold, and understanding the interplay between them is essential to an efficient, well-respected, and peril-free bankruptcy practice. Learn the key code sections and how they developed. Understand how the Code is structured. Learn local and national rules. Become familiar with the Code, develop an overview, and instill in yourself an appreciation for the value of consulting the text religiously.

Laura B. Bartell, Professor of Law, Wayne State University Law School, Detroit; Hon. Scott W. Dales, United States Bankruptcy Court—Western District of Michigan, Grand Rapids

February 16, 2011

SESSION 3

PLYMOUTH | WEBCAST

9:00am–12:30pm

Intake Procedures—From Telephone Call to Retainer

Whether you select Chapter 7 or 13 for your client, successful completion of the process, discharge, and a fresh start require a carefully controlled intake procedure. For this you must understand your clients' objectives, have knowledge of their assets, and see which options might work best for them. Learn to manage the process, set expectations, establish a timeline, provide clients with required disclosures and disclaimers, and solicit key documents. With comprehensive information you'll be able to calculate the Means Test and file preliminary documents to start the bankruptcy process. Adopt the forms and procedures necessary to file and set the stage for successful completion.

Charles D. Bullock, Stevenson & Bullock PLC, Southfield; Christopher W. Jones, Acclaim Legal Services PLLC, Southfield; Hon. Phillip J. Shefferly, Chief Judge, United States Bankruptcy Court—Eastern District of Michigan, Detroit

SESSION 4

1:30pm–5:30pm

Filling Out Schedules and Filing Documents

In both Chapter 7 and 13 cases, after collecting the documents, interviewing the client, and assuring that you have the information needed, it's time to put the data to use. Learn to fill out schedules and forms—including Schedules A–J, a Statement of Financial Affairs, and a compliance worksheet—while emphasizing the value of meticulous preparation. See how to attach the documents. Get tips for reviewing prepared documents to ensure everything has been identified and disclosed. Be a “senior counselor” to your clients, educate them about the importance of making payments, changing their lifestyle, living within their means, and carrying out their responsibilities under the plan.

Mark H. Shapiro, Steinberg Shapiro & Clark, Southfield; Hon. Steven W. Rhodes, United States Bankruptcy Court—Eastern District of Michigan, Detroit

SPECIAL LUNCH!

March 15, 2011 | PLYMOUTH

12:30pm–2:00pm

Starting a Bankruptcy Practice, Building Trust, and Guarding Your Reputation—Getting Off on the Right Foot!

Hon. Steven W. Rhodes, United States Bankruptcy Court—Eastern District of Michigan, Detroit

March 2, 2011

SESSION 5

PLYMOUTH | WEBCAST

9:00am–12:30pm

Managing Section 341 Creditor Hearings and Chapter 13 Pre-Confirmation Tasks

Preparing for and handling a 341 hearing with the trustee and creditors is a crucial step in the process for Chapter 7 and Chapter 13 debtors alike. Know the difference between 341s in each chapter.

Understand the importance of filling in missing information, preparing amendments, and submitting additional documents. Using the Chapter 13 Trustee's 341 status sheet, prepare yourself and your client to get it right the first time with due regard for ethical conduct. Learn to anticipate objections and questions from the trustee and creditors to achieve a successful plan confirmation.

Tanya Williams, Frego & Brodsky PLC, Dearborn Heights; Karen E. Evangelista, Karen E. Evangelista PC, Rochester; Michelle M. Stephenson, Lieberman Gies & Cohen PLLC, Farmington Hills

SESSION 6

1:30pm–5:30pm

Chapter 13 Plan Confirmation and Case Administration

Plan confirmation is a crucial step in Chapter 13 cases and your preparation must be flawless. You don't want to overlook a single detail, including review of PACER and the claims register for outstanding claims, looking at pay history and running "plan calc." Learn the art of proposing resolution to creditors and the trustee to avoid a contested hearing. Manage client expectations with confidence. Draft an order confirming the plan, serve it on the matrix and supply it to your client.

Brian Joel Small, Thav Gross Steinway & Bennett PC, Bingham Farms; Krispen S. Carroll, Chapter 13 Trustee, Detroit; Kim M. Rattet, Trott & Trott PC, Farmington Hills

March 15, 2011

SESSION 7

PLYMOUTH | WEBCAST

9:00am–12:30pm

Post-Confirmation Proceedings and Miscellaneous Best Practices

Almost all Chapter 13 bankruptcy plans require some kind of modification and all require monitoring. Whether it's default, dealing with increased mortgage payments, loss of income, unexpected bequests, or delinquencies, financial circumstances are fluid. Help your clients meet their goals by staying on top of their situation with clearly established office practices. In this session, learn to manage post-confirmation proceedings ethically and effectively. Understand special debts, timing issues, how and where to learn the individual practices of judges and trustees, building relationships across the practice and helping transition clients through discharge and self-reliance.

Christopher M. Carey, Boren & Carey PC, Dearborn; David Wm. Ruskin, Chapter 13 Standing Trustee, Southfield; Hon. Daniel S. Opperman, United States Bankruptcy Court—Eastern District of Michigan, Bay City

March 22, 2011

SESSION 8

GRAND RAPIDS | ON-DEMAND WEBCAST

9:30am–12:30pm

Bankruptcy Practice in the Western District

Bankruptcy practice differs from district to district and the Western District of Michigan is no exception. Whether you routinely practice in the western district or only on occasion, learn the differences in practice and procedure necessary to thrive and establish a reputation for excellence and quality. Learn how western Michigan practitioners shape the Chapter 13 model plan to fit client needs and how fees are handled, including "no look" fees. Receive a copy of an Asset Protection Report and see how it is drafted.

Paul F. Davidoff, Paul F. Davidoff PC, Kalamazoo; Martin L. Rogalski, Martin L. Rogalski PC, Jenison; Hon. Jeffrey R. Hughes, United States Bankruptcy Court—Western District of Michigan, Grand Rapids

SPECIAL LUNCH!

March 22, 2011 | GRAND RAPIDS

12:30pm–2:00pm

What it Means to Be a Bankruptcy Lawyer in Western Michigan

Hon. Jeffrey R. Hughes, United States Bankruptcy Court—Western District of Michigan, Grand Rapids

Earn a Certificate of Completion

Complete six out of eight sessions to earn a certificate. You may complete sessions via in-person attendance, live webcast, or on-demand webcast. Mix and match to meet your needs.

SEMINAR REGISTRATION

(Please photocopy this form for additional registrants.)

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| E-MAIL _____ | | FAX _____ | | |

Choose seminar fee

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☐ \$995 GENERAL
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 ☐ \$397.50 LAW STUDENTS

Register me for the following sessions*

Choose a viewing format for each session. When registering for the in-person option, you will also automatically be given access to the live webcast. A print handbook will be mailed to all registrants (live and webcast). Materials are also available online with the webcast.

| SESSION NUMBER AND TITLE | DATES | IN-PERSON | LIVE WEBCAST | On-Demand Webcast (available 3 weeks after live date) |
|---|----------|------------------------------------|-----------------------|--|
| 1) PRACTICE MANAGEMENT AND THE ECONOMICS OF BANKRUPTCY PRACTICE | 02/02/11 | <input type="radio"/> PLYMOUTH | <input type="radio"/> | <input type="radio"/> |
| 2) BANKRUPTCY 101—UNDERSTANDING THE BANKRUPTCY CODE AND THE INTERPLAY OF ITS SECTIONS | 02/02/11 | <input type="radio"/> PLYMOUTH | <input type="radio"/> | <input type="radio"/> |
| 3) INTAKE PROCEDURES—FROM TELEPHONE CALL TO RETAINER | 02/16/11 | <input type="radio"/> PLYMOUTH | <input type="radio"/> | <input type="radio"/> |
| 4) FILLING OUT SCHEDULES AND FILING DOCUMENTS | 02/16/11 | <input type="radio"/> PLYMOUTH | <input type="radio"/> | <input type="radio"/> |
| 5) MANAGING SECTION 341 CREDITOR HEARINGS AND CHAPTER 13 PRE-CONFIRMATION TASKS | 03/02/11 | <input type="radio"/> PLYMOUTH | <input type="radio"/> | <input type="radio"/> |
| 6) CHAPTER 13 PLAN CONFIRMATION AND CASE ADMINISTRATION | 03/02/11 | <input type="radio"/> PLYMOUTH | <input type="radio"/> | <input type="radio"/> |
| 7) POST-CONFIRMATION PROCEEDINGS AND MISCELLANEOUS BEST PRACTICES | 03/15/11 | <input type="radio"/> PLYMOUTH | <input type="radio"/> | <input type="radio"/> |
| 8) BANKRUPTCY PRACTICE IN THE WESTERN DISTRICT | 03/22/11 | <input type="radio"/> GRAND RAPIDS | N/A | <input type="radio"/> |

Register me for the following free optional events

| EVENT TITLE AND LOCATION | DATES | LOCATION | | |
|---|----------|------------------------------------|-----|-----|
| LUNCHEON: STARTING A BANKRUPTCY PRACTICE, BUILDING TRUST, AND GUARDING YOUR REPUTATION—GETTING OFF ON THE RIGHT FOOT! | 03/15/11 | <input type="radio"/> PLYMOUTH | N/A | N/A |
| LUNCHEON: WHAT IT MEANS TO BE A BANKRUPTCY LAWYER IN WESTERN MICHIGAN | 03/22/11 | <input type="radio"/> GRAND RAPIDS | N/A | N/A |

PAYMENT INFORMATION

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*Cancellation Policy: In order to receive a full refund, you must notify ICLE by January 19, 2011. After January 19, a \$45 handling fee will be assessed. No refunds will be issued after January 26, 2011.

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